



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-DETROIT ARSENAL
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WARREN MI 48397-5000

IMNE-MIG-ZA

FEB 13 2009

MEMORANDUM FOR U.S. Army Garrison-Detroit Arsenal Assigned and Attached Personnel

SUBJECT: Policy Memorandum #03, Safety

1. REFERENCE. AR 385-10, Army Safety Program, 23 Aug 07
2. PURPOSE. To identify, manage, and assess safety and occupational health risks associated with Army operations within the Garrison, and eliminate or minimize loss of personnel, equipment, and resources.
3. APPLICABILITY. This policy is applicable to all civilian and military personnel assigned to and/or under the operational control of the U.S. Army Garrison-Detroit Arsenal.
4. POLICY. As the Garrison Manager, I am the Safety Officer for the U.S. Army Garrison-Detroit Arsenal. All Directors are Safety Officers for their respective areas of responsibility.
5. PROCEDURES.
 - a. Directors have the primary responsibility for safety within their organizations. Supervisors are directly responsible for the safe conduct of all work operations under their control. The safety program at each level of command involves all phases of safety and is directed towards the prevention of loss of manpower, equipment, and resources due to accidents, injuries and occupational illnesses.
 - b. Employees will immediately notify supervisors of safety hazards in the workplace. Supervisors will contact the Installation Safety Office to correct safety hazards beyond their control. It is the supervisor's responsibility to ensure that the safety hazard is corrected.
 - c. Supervisors, leaders, and safety personnel will give prompt attention to reports by employees or others of unsafe or unhealthful working conditions. Available resources must be applied against hazards on a priority basis.
 - d. Supervisors will ensure employees are properly trained to perform their work safely through on-the-job, formal, and informal training. Supervisors will also authorize and encourage the use of official time for employees to attend safety-related training and workshops and participate in safety councils.

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e. No employee will be required or allowed to expose themselves to unsafe or unhealthful working conditions in the performance of their duties. Furthermore, no employee will be subject to reprisal, coercion, or discrimination for filing a report of alleged unsafe or unhealthful working conditions.

f. Directors will ensure programs are in place so that all accidents (military and civilian) are reported to the Installation Safety Office as outlined in current Army policy.

g. As required by AR 385-10, performance standards for military and civilian managers and supervisors will include accident prevention and occupational health responsibilities as a rating element. The success or shortcomings of managers or supervisory personnel in performing safety and occupational health responsibilities will be considered in Army civilian employee performance appraisals, officer evaluation reports, and enlisted evaluation reports.

h. The Army risk management process is to be used in the planning and execution of all operations within the Garrison. Risk management procedures will be followed as outlined in FM 5-19. Risk management will be an integral part of training, operational, and maintenance plans.

i. Cultivating and maintaining high value for the safety of our staff presents an enormous opportunity to add value to the services we provide. To experience the outcome we desire, there must be a unified effort. I ask you to work with me to create an accident-free environment.

6. PROPONENT. The Installation Safety Office (ISO) is the proponent for this USAG-DTA policy. POC is the Chief, ISO, COMM 586-574-6121, or DSN 786-6121.


BRENDA LEE MCCULLOUGH
Garrison Manager